

California Department of Conservation

Statewide Watershed Program Watershed Coordinator Grants 2010 Request for Proposals

August 2010



The Department of Conservation, Statewide Watershed Program (Program), Watershed Coordinator Grants 2010 Request for Proposals (RFP) is provided in electronic format at:
http://www.conservation.ca.gov/dlrp/wp/grants/Pages/wcgp_forms.aspx

To provide an efficient and effective means for applicants to apply for grant funding from this program, all applicants are required to submit their completed proposal using The State Water Resources Control Board's FAAST system: <https://faast.waterboards.ca.gov>

This document contains final guidelines developed through a public process and after a public comment period which ended March 2009.

For more information, please contact:
California Department of Conservation
Division of Land Resource Protection
801 K Street, MS 18-01
Sacramento, CA 95814-3528

Email: watershed@conservation.ca.gov

For updates, check the California Department of Conservation,
Division of Land Resource Protection,
Statewide Watershed Program website:
<http://www.conservation.ca.gov/dlrp/wp/Pages/Index.aspx>

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Definitions

Community – The agencies, organizations, groups and individuals who are stakeholders within the local watershed.

Cooperator – An organization, government agency, group, stakeholder or other entity that works in support of a grant application to improve natural resource conditions in watersheds of the state and are non-duplicative of each other's efforts.

Department – The California Department of Conservation.

Environmental Justice – The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. A condition of environmental justice exists when environmental risks and hazards and investments and benefits are equally distributed with a lack of discrimination, whether direct or indirect, at any jurisdictional level; and when access to environmental investments, benefits, and natural resources are equally distributed; and when access to information, participation in decision making, and access to justice in environment-related matters are enjoyed by all.

Hydrologic Regions – Major areas of the State with a common occurrence, distribution, movement, drainage and properties of all the waters within each.

Monitoring – The organized collection of information over time to aid in understanding conditions and processes of a watershed system. The information may be used in watershed assessment, planning, and in overall watershed management decision making. Monitoring is also used to track the implementation accuracy and effectiveness of specific Program policies and projects.

Partners - Organizations, government agencies, private citizens, volunteer groups or other entities that provide matching funds or in-kind services in support of a grant application to improve natural resource conditions in watersheds of the state.

Performance Measure – A means to gauge the progress of actions and watershed activities in reaching their desired results. Progress may be judged and quantified based on a variety of factors.

Program – The Statewide Watershed Program established in the Natural Resources Agency, under the administration of the Department of Conservation.

Watershed – All land enclosed by a continuous hydrologic drainage divide and lying upslope from a specified point on a stream, river, lake, or other body of water. Total land areas draining to any point in a stream.

Watershed Activity – One of any number of diverse actions and decisions that cumulatively results in watershed management.

Watershed Coordinator – An individual that organizes people and resources to promote sustainable, collaborative stewardship with the purpose to benefit the natural resource conditions in the watersheds throughout California.

Watershed Management – The net result of numerous and varied actions in a watershed that directly affect watershed function and productivity. Actions may include, but are not limited to, land-use decision making, restoration, and enhancement projects, monitoring, and assessment of watershed condition, natural resource allocation and use, parcel management techniques and education programs. Watershed management includes protection of existing healthy conditions.

Watershed Partnerships – Stakeholders collaboratively involved with management of the watershed including participation of state, federal, and local agencies; environmental groups; landowners; industry; interest groups; special districts; researchers; educators; and other concerned citizens in the watershed.

Acronyms and Abbreviations

CALFED – CALFED Bay-Delta Program

CBDA – California Bay-Delta Authority

DOC – California Department of Conservation

FAAST– Financial Assistance Application Submittal Tool

HU – Hydrologic unit- see explanation above

HUC – Hydrologic Unit Catalog of the United States Geological Survey (USGS). The Program will use the USGS 8-digit Hydrological Unit Catalog (HUC) delineation to define the major watersheds of the state. Each 8-digit and 10-digit hydrologic unit is identified and defined by a unique hydrologic unit code.

Proposition 50 – Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002

Proposition 84 – Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Act of 2006

USGS – United States Geological Survey

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Section 1: Program Overview and Application Process

I. Introduction

A. Purpose

The purpose of the Statewide Watershed Program (Program) is to advance sustainable, watershed-based management of California's natural resources using community-based strategies. By providing funding and support for watershed coordinator positions, the Program will help mobilize local communities and resources to advance watershed management that result in benefits to the natural resources of the State.

B. Background

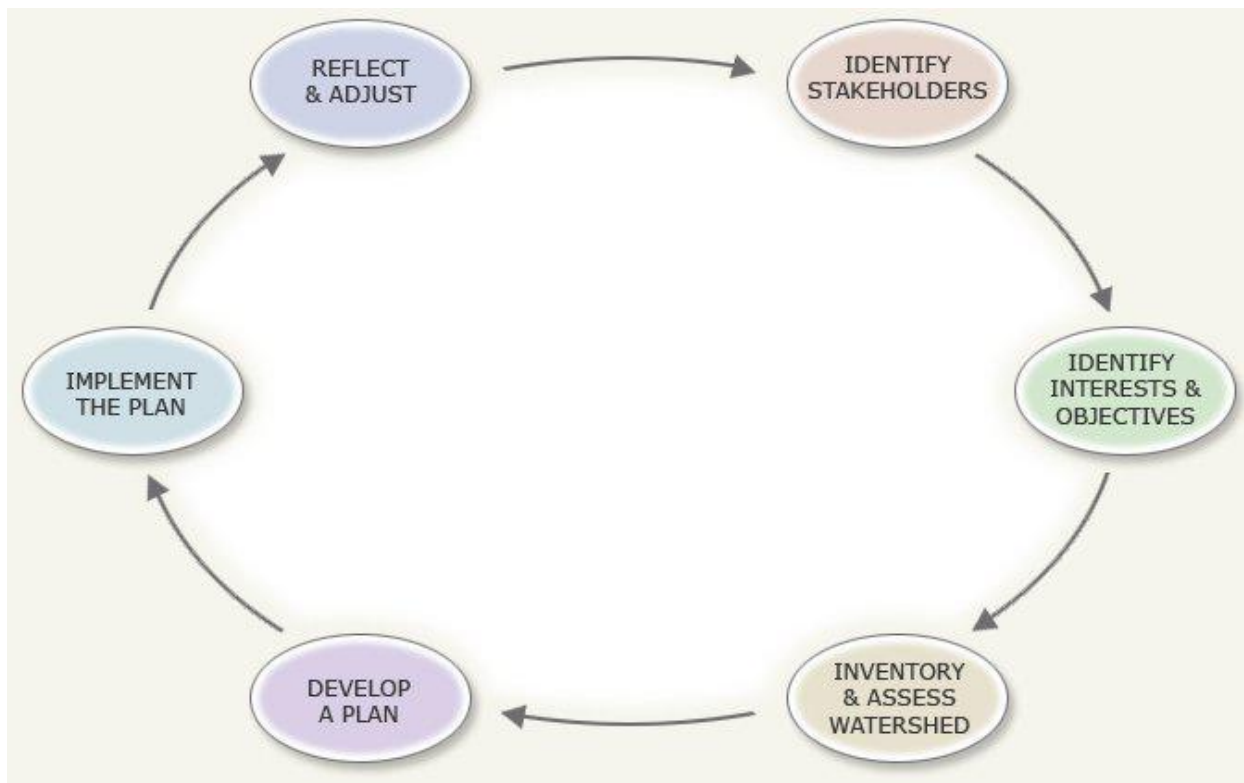
In 2000, the California Legislature approved a \$2 million pilot grant program to fund watershed coordinators through Resource Conservation Districts. The Department was authorized to administer the program. State funding was approved for two years and due to the success of the pilot program, the California Bay-Delta Authority (CBDA) partnered with the Department to extend the program for another 18 months. CBDA was the oversight authority for the CALFED Bay-Delta Program. In 2004, as the effectiveness and importance of the grant program became more evident, the Department again worked with CBDA to expand the grant program with CALFED funding from the Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002 (Proposition 50). This program was continued in 2008, funded through Proposition 50 funds and is providing 43 grants for watershed coordination in the CALFED solution area. The parameters of the Proposition 50 funding were limited to improving watersheds which affect the CALFED Solution Area. The CALFED Solution Area includes watersheds that contribute to or import water through the Bay-Delta system.

The Department is pleased to be able to expand this grant program to provide funding for watershed coordination on a *statewide* basis. Funding for this solicitation is provided through the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Act of 2006 (Proposition 84). Funds will be made available to support coordination in watersheds throughout the State. The Department expects to have up to \$9 million available for grants.

C. Watershed Management

Watershed management is the process of creating and implementing plans, programs, and projects to sustain and enhance watershed functions, which in turn, provide the goods, services and values desired by the people and communities affected by the conditions within a watershed boundary.

The objective of watershed management is to increase and sustain a watershed's ability to provide for the diverse needs of the communities that depend on it, including local to regional to state and federal stakeholders.



One method to advance management of natural resources on a watershed basis is to support building of community capacity for the development of a watershed inventory, generally consisting of information about the current condition of natural resources in the watershed. A watershed assessment compares the current conditions with desired conditions for the watershed, as defined by the community's goals and objectives, and to identify and quantify data gaps. A watershed management plan is then developed to identify actions that can be implemented to close the gap between current natural resource conditions and desired natural conditions in the watershed and how success will be measured. Actions may include, but are not limited to: land-use management, watershed assessment and planning, natural resources restoration, protection and enhancement practices and projects, monitoring of watershed conditions, natural resource allocation and use, parcel management techniques, and education programs. The watershed management plan should not be confused with the actions required to implement it. In an effective watershed management process, plan implementation includes stakeholders that work within a network of partnerships or groups. No single group can effectively manage a watershed. After implementation of actions has been undertaken, continuous monitoring is required to determine the results of the actions, and is an integral component of effective watershed management. By analyzing information from the monitoring program, the watershed community can determine the outcomes and performance of the actions and identify appropriate adjustments to all aspects of the plan and implementation. In this way, there is a need for on-going sustainable coordinated watershed management to achieve the desired natural resource conditions within the watershed.

The Program recognizes that the current stages of watershed management are more advanced in some watersheds than others in the State. Some watersheds may be building the capacity to develop watershed assessments and plans, while others may be ready to implement watershed management plans and monitor outcomes and performance to improve management of the natural resource conditions in the watersheds. The Department will consider proposals from qualified applicants regardless of the current stage of local program development.

II. Program Expectations, Goals and Objectives

A. Program Expectations

The State can most effectively achieve benefits to natural resources by working in concert with local communities, federal and local agencies, using watersheds as a fundamental unit of management. Through supporting or directly providing the local leadership, management skills and use of technical expertise of a local watershed coordinator, the State promotes sustainable, collaborative stewardship that results in lasting benefits to natural resource conditions in watersheds throughout California.

The primary duties of a watershed coordinator supported by this grant solicitation include, but are not limited to: (1) ensuring open and accurate sharing of information; (2) convening and advancing collaboration among and between various agencies, entities, groups, and individuals with interests in management of natural resources within the watershed, including environmental justice communities and Tribes located within the watersheds; (3) providing or assisting with the acquisition of necessary technical expertise; (4) reporting and measuring performance milestones; and (5) acting as a liaison between local communities and regional or statewide activities and programs.

The organizations seeking funding for a watershed coordinator should work to form, develop, and/or enhance sustainable, locally-led watershed partnerships. The Program prefers to support local and community-based watershed coordination with an established local organization already involved in natural resources management within the watershed.

This grant should be considered an initial investment to support a local program that will work to benefit natural resource conditions through better management of selected watersheds. The Program is interested in supporting watershed coordination that will continue beyond the three-year term of this grant. In some cases the Program has met identified performance measures resulting in tangible benefits to management of natural resources in watersheds in the State, only to have this investment stranded when the grant has ended and the watershed coordinator is not sustained. The Program does not guarantee to support with grant funds a watershed coordinator position beyond the term of grant. The Program prefers to support organizations that can utilize this grant money as an initial investment to develop or enhance sustainable local watershed partnerships and provide long-term support for watershed coordination.

The Program prefers the organization that applies for a watershed coordinator grant establish the coordinator position as an employee within the organization rather than, for example, a subcontractor working outside the organizational structure. By making this a position within the organization, the Program believes there is a greater likelihood the position will be supported and sustained beyond the term of the initial investment made from this grant.

B. Goals and Objectives

The goal of providing these watershed coordinator grants is to build upon existing watershed program efforts and to expand watershed coordination to areas of the state that currently do not have watershed coordination. To achieve this, the Department will attempt to provide the largest number of grants possible, throughout in the state, with the following objectives:

- To provide watershed coordination in as much of the land area of California as possible.

- To support watershed coordination where it has not been previously supported and is needed to meet the interests of local communities and the state. It is an objective of the Program to have watershed coordinators working within each of the 10 hydrologic regions of the state (Appendix B).
- To support watershed coordination based on a whole watershed approach instead of watershed coordination based on partial watersheds such as upper and lower watershed areas, or a portion of a watershed based on some jurisdictional, topical or other subdivision.
- To support proposals that will work effectively with all groups, partners, and interests associated with the selected watershed.
- To support organizations which provide the greatest amount of match to support the coordinator position with a competitive and reasonable budget. Lower grant amounts requested and greater match provided will increase the competitiveness of proposals.
- To support local and community-based watershed coordination with an established local organization already involved in natural resource management within the watershed.
- To support organizations that can utilize this grant money as an initial investment to develop or enhance sustainable local watershed partnerships and provide long-term support for watershed coordination.

III. Eligibility Requirements, Geographic and Program Priorities

A. Eligibility

The grant program is open to locally-based, nonprofit groups with 501(c)(3) status, special districts, and local governments which have watershed-related goals as part of their current long-range or strategic plans. Locally-based groups are defined as those that maintain a local office and focus on issues within that watershed or community. The program is not open to federal or state agencies.

The following eligibility parameters apply to organizations responding to this grant solicitation:

- Nonprofit organizations - any corporation provided non-profit status under Section 501(c)(3) of the Federal Internal Revenue Code and incorporated within the State of California.
- Special Districts and local governments including cities, counties, cities and counties, and Joint Power Authorities formed from these entities.
- Each proposal may request up to the equivalent of one full-time watershed coordinator position; however, the position cannot be shared by more than two people.
- Applicants may submit more than one proposal if the proposals cover different watersheds.

For this solicitation a watershed is defined as: All land enclosed by a continuous hydrologic drainage divide and lying upslope from a specified point on a stream, river, lake, or other body of water. Total land areas draining to any point in a stream. Watersheds can be large, such as the Sacramento or Klamath River basins or very small areas. The communities, management objectives and coordination needs often differ depending on the size, scale and location of the watershed.

The Program will use the United State Geological Survey (USGS) Hydrological Unit Catalog (HUC) delineations to map, track and report the watershed areas of the State where watershed coordinators are supported (Appendix A). This will ensure continuity with current and past watershed coordinator

grants provided by the Program. The standard reporting scale will be the 8-digit hydrologic unit delineation.

To help achieve program objectives, the preferred watershed scale for applications to this RFP is the 8-digit HU or multiple 8-digit HU's that make-up an entire watershed. However, the Program will accept applications for watershed coordinators to work in watersheds as large as a river basin, or as small as a 10-digit HU, provided that the application clearly justifies the unique coordination needs associated with a smaller watershed scale. Proposals, regardless of scale, that compete with, contradict or duplicate the efforts of existing coordination efforts or other applicants responding to this solicitation, will not compete well for grant funding. Conversely, proposals that demonstrate strong cooperation and planning within a watershed will be more competitive.

Each proposal must be registered on the Cooperation Database by September 9, 2010.

Applicants not registered by this date will receive no points for the Cooperation Criteria (Section 1 - X: Evaluation Criteria, paragraph H).

NOTE: In order to be eligible for review, proposals must contain all required forms and documents as identified in the RFP and applicants must register on the Cooperation Database by the deadline as noted above. Proposals received without all required documents may be disqualified and not scored regardless of merit.

B. Geographic and Program Priorities

A priority of this solicitation is to support watershed coordination where it has not been previously supported and is needed to meet the interests of local communities and the State.

The Department will attempt to provide grants for competitive applications working within each of the 10 hydrologic regions of the State (Appendix A).

Preference for funding will be given to otherwise competitive applications according to the following categories:

Category 1 – Watersheds that are outside what is known as the CALFED Bay-Delta Solution Area and previously have been ineligible for Program support. The Program will place emphasis on supporting well-developed proposals for watershed coordinators within these watersheds.

Category 2 – Watersheds located within the Bay-Delta Program Solution Area that previously have not been successful in placing watershed coordinators because of limited CALFED Program objectives on which to develop a competitive proposal. The Program will place emphasis on supporting well-developed proposals for watershed coordinators within these watersheds.

Hydrologic regions with Category 1 and Category 2 watersheds are: North Coast, North Lahontan, South Lahontan, Colorado River, Ocean-facing San Francisco Bay, Tulare Lake, Central Coast and South Coast (Appendix A).

Category 3 – Watersheds in the Bay-Delta Program Solution Area that have had a direct opportunity to participate in the previous two watershed coordinator solicitations.

Hydrologic regions with Category 3 watersheds are: Sacramento River, San Joaquin River, and San Francisco Bay (Appendix A).

Applications from Category 1 and Category 2 watersheds will be evaluated independently of applications from Category 3 watersheds. Approximately 80% of funds will be made available to support qualifying competitive proposals for watershed coordination in Category 1 and Category 2 watersheds. Approximately 20% of funds will be made available to support qualifying competitive proposals for watershed coordination in Category 3 watersheds.

IV. Cooperation Database

To facilitate cooperation within watersheds, DOC will maintain an online database of potential grant applicants. **As a part of this solicitation, potential applicants are required to register proposals with the online Cooperation Database by September 9, 2010.** Proposals that are not registered by this date will receive no points for the Cooperation criterion.

To register for the database, send an email message to watershed@conservation.ca.gov with the subject line Cooperation Database Registration. Within the body of the message, using the Watershed Maps in Appendix A and B, list the name of your watershed(s), the watershed's USGS 8-digit or 10-digit HUC code, your organization's name, contact person, phone number, and email address.

The Cooperation Database will be updated every three days and will be located at: http://www.conservation.ca.gov/dlrp/wp/grants/Pages/wcgp_forms.aspx. This database is provided to assist applicants in identifying potential partner organizations. Proposals that demonstrate cooperation within watersheds, rather than competition, will receive more points.

It is the Program's intent to support strong competitive proposals that demonstrate high levels of cooperation within and between watersheds, their stakeholders and communities. During previous grant rounds the Cooperation Database has been very useful to potential applicants in developing a competitive grant proposal.

V. Submission Requirements

Each proposal may request no more than the equivalent of one full-time watershed coordinator position, which can be shared by no more than two (2) people. Proposals requesting less than one full-time position are allowable (e.g., a half-time watershed coordinator position). For example, applicants may request funding for half of a full-time position and provide funding for the other half as match.

Applicants may submit more than one proposal and receive more than one watershed coordinator grant.

Proposals must designate a single, eligible entity as the legally and administratively responsible party.

To be considered for a grant, eligible applicants must complete and submit all required items included in the application.

Proposal submittals that are incomplete or do not include all of the items addressed in "Guide to Completing the Watershed Coordinator Grant Application"- (RFP Section 2-III) may be disqualified and not scored.

VI. Matching Funds and Allowable Costs

It is the intent of the Program that these grant investments lead to sustainability of the watershed coordinator position beyond the term of the grant. Requiring local matching funds provides a reasonable approach to maximize available funds, and also contributes towards sustaining the watershed coordinator beyond the term of the grant. The objectives of the match requirement are to: (1) improve coordination of watershed management activities within a maximum number of watersheds across the State, and (2) support sustainability of the efforts and accomplishments of the watershed coordinator position.

A. Matching Funds

There is a required minimum match of 25% of requested funding. Match can be cash and/or in-kind and will be weighed equally. The Program may reduce or waive the matching requirement if the watershed coordinator is deemed to be working in an economically disadvantaged community as defined by the State of California and meets the requirements of the Program. See Appendix F for details to apply for a match reduction. Applicants may provide more than the minimum 25% match requirement.

- Allowable Match: cash and/or in-kind match are acceptable. All cash and in-kind matching funds must directly support the watershed coordinator position and the work plan.
- Non-allowable Match: Other State funds, regardless of the funding source, are not eligible as match.

Only watershed coordinator salaries and allowable costs (as outlined below in B: Allowable Costs) are eligible as match.

If an expenditure is unallowable for reimbursement, it is also unallowable for match. The only exception is for technical assistance provided to the watershed coordinator in direct support of the work plan. Technical assistance used as match must directly support the coordinator position and cannot be project-related. For example, time for volunteers conducting a river clean-up or time for people to attend meetings cannot count as match as these activities do not directly support the coordinator's position. However, work time donated by someone with technical expertise, such as a mapping technician or a grant writer, which is outlined in the work plan and not project-related, may be used as in-kind match.

The following information regarding match is provided to assist in preparing the proposal:

- Cash: A transaction where the applicant makes the purchase using cash, a credit card or some other liquid asset.
- In-kind: Third party contributions to the applicant consisting of goods or services. A transfer of something of value, other than cash, such as technical assistance, equipment, use of facilities, supplies, etc. Match must directly support the coordinator position and not be project-related.
- Match must provide portions of salary or direct costs.
- Cash includes money designated in a checking or savings account, or guaranteed cash contributions from a non-state source. It may include city, county, private or other

contributions. It must be a liquid asset and available for the express purpose of supporting the watershed coordinator's efforts as outlined in the work plan.

- Cash match contributions must be evidenced by a specific, designated bank account, a letter of grant award, or other binding financial documents. Documentation of such match will be requested upon grant award and need not be submitted as part of the proposal.
- In-kind (or non-cash) contributions include the use of non-state or third party contributed real or personal property or equipment that supports the grant. Documentation must exist to validate this connection.

The Program cannot anticipate funding constraints and criteria associated with other grant programs. It is the responsibility of the applicant to consult with other grantors/funding sources to ensure that the use of those funds as match is acceptable and consistent with other funding requirements.

B. Allowable Costs

The grants are authorized to fund only the salaries and directly associated costs of watershed coordinator positions for a period of three-years, from the grant agreement start date through the term of the grant agreement. All expenses or costs included in the budget must support the proposed work plan. Maximum award amount per grant: \$300,000 total (three-year period) including administrative costs. Lower grant amount requested and greater match provided may increase competitiveness.

Allowable Costs:

- Watershed Coordinator salaries and associated costs that directly support the position. Benefits for the watershed coordinator (up to 32% of salary, based on actual costs);
- Rent for the watershed coordinator's office space;
- Required equipment, such as a personal computer and software (up to \$1,700 maximum);
- Operating expenses, such as transportation costs, telephone service, etc;
- Technical software other than basic word processing programs (if supported by the work plan);
- Attendance at seminars, training workshops, and conferences plus the mandatory DOC workshops (up to \$4,500 maximum);
- Office supplies;
- Minor meeting expenses, such as printing and mailing costs (excluding food and drinks);
- Minor testing, sampling, or monitoring equipment or other similar expenditures (up to \$1,500). This is meant to cover the purchase of items for demonstrations or displays. Any equipment costs above this amount would be considered a project cost and therefore not allowable.
- Administrative Costs (up to 15% of funding, subject to justification). See the "Instructions for Completing the Budget Form" in Section 2-VI for additional information.

All costs must, to the satisfaction of the Program, support the work plan and be directly related to, and in support of, the watershed coordinator position.

C. Non-Allowable Costs

The purpose of this grant program is to fund watershed coordinators and support costs that are absolutely necessary for watershed coordinators to complete their duties as identified in the work plan. The grant cannot pay for project-related costs, or for coordinators to conduct tasks normally associated with office manager or administrative staff positions. Examples of non-allowable costs include:

- Project-related costs, such as project-dedicated staffing, construction materials, machinery, field tools, etc;
- Printing costs for project literature;
- Food and drinks of any kind (except for coordinator travel);
- Mailing costs for projects;
- Heavy equipment rental;
- Major equipment purchases;
- Promotional items;
- Maintenance expenses.

VII. Partnering and Cooperation

This grant program encourages partnering and cooperation within watersheds. Proposals should demonstrate multiple, committed partnerships and extensive cooperation with other agencies, organizations, or entities.

Partners are defined as organizations, government agencies, private citizens or volunteer groups that provide matching funds or in-kind services. Partnerships must be evidenced by letters of commitment or other signed documents which explain the relationship and outline the partner's contributions.

Cooperation is defined as working with other organizations, government agencies, groups, stakeholders or others to ensure that all entities work in agreement and are non-duplicative of each other's activities. Section 1-X: Evaluation Criteria provides more information regarding partnering and cooperation.

VIII. Watershed Locations

The Program will use the United State Geological Survey (USGS) Hydrological Unit Catalog (HUC) delineations to map, track and report the watershed areas of the State where watershed coordinators are supported.

All proposals must indicate the name of the watershed(s), the appropriate HUC code(s), and include a map of the watershed where coordination will take place. For reference, Appendix A includes a map and list of California's 8-digit watersheds and the corresponding HUC codes and names, and a map of the 10 Hydrologic Regions of California. Appendix B includes a list of California's 10-digit watersheds and the corresponding HUC codes and names for the ten hydrologic regions of the state.

IX. Performance Measures

The Program requires the applicant organization to include a comprehensive work plan for the watershed coordinator. The work plan must include benchmarks to measure the effectiveness of the watershed coordinator's work to benefit natural resource conditions in the defined work area for the full three-year term of the grant. The work plan must be detailed to clearly ensure accountability to the State. Each work plan objective must include a performance measure. For example, if an objective is to improve water quality in a waterbody, a performance measure may be to create a watershed management plan in order to meet the total maximum daily loads (TMDLs) established for that impaired waterbody.

Performance measures are generally reported as numbers, ratios, or percentages. They should show how actions will directly benefit the watershed. A performance measure should not be a list of completed tasks. Performance measures should go beyond counting numbers of meetings held, numbers of attendees, numbers of mailings, etc. For example, if a set number of meetings will be held, what is the measurable outcome from those meetings? Will a memorandum of understanding that formalizes contributions to watershed improvement efforts be signed by stakeholders? Will a watershed management plan be created?

In addition, the organization should work to acquire additional funding to carry out planning, implementation, monitoring or other priorities within the particular watershed. A required performance measurement within the work plan is how much additional funding is brought into the watershed by the watershed coordinator, either through grant writing, match, fund raising, or other sources.

The work plan should also describe how the organization will work toward sustaining the effort and accomplishments of the watershed coordinator beyond the term of the grant and will report on their performance in meeting this expectation.

X. Evaluation Criteria

Only proposals that meet the eligibility requirements and are complete will be reviewed and scored competitively. The following criteria will be used for scoring and guiding selection. Concise proposals with strong detail and support will be given more points. A total of 100 points will be used for scoring. Each proposal must address the following criteria and provide supporting documentation.

A. Benefits to the Watershed (20 points)

Proposals must describe all expected benefits from management of natural resource conditions in the watershed and demonstrate the need for and duties of a watershed coordinator position. Proposals should clearly explain and fully outline the following:

- The current major natural resource conditions and issues in the watershed, the measurable benefits to natural resource conditions in the watershed that are expected, and the likelihood these benefits will be maintained beyond the term of the grant.

- The current stage of local watershed program development and the advancement in local program development that is expected to be achieved by the coordinator, during and after the grant period.

B. Watershed Work Area (10 points)

The goal of the current solicitation is to build upon the existing watershed program and to expand watershed coordination to areas of the state that currently do not have watershed coordination.

Proposals should clearly provide the defined watershed work area and rationale for coordination in this area, including the organizational history of work on natural resources and the partnerships within the selected watershed. Refer to Section 1- III - A and B: Eligibility and Program Priorities for details.

C. Watershed Coordinator Work Plan (15 points)

Each proposal must include a comprehensive work plan. A work plan form with instructions is provided for this purpose at: http://www.conservation.ca.gov/dlrp/wp/grants/Pages/wcgp_forms.aspx.

The work plan consists of goals, objectives, tasks, and performance measures. The work plan will be scored based on completeness, manageability, feasibility, and how well goals, objectives and tasks tie together. The work plan should identify specific tasks with anticipated outcomes and a realistic implementation schedule. More points will be awarded if tasks clearly show how objectives will be completed and how these objectives support goals for the watershed. The budget and work plan must tie together and address the needs of the watershed. Proposals should clearly explain and fully outline the following:

- The priority duties, actions and expectations of the watershed coordinator.
- Methods used to measure and evaluate the watershed coordinator's direct benefits to the watershed.

D. Oversight and Administration (5 points)

The organization applying for a watershed coordinator grant should have the resources needed to administer and manage the grant per the scope of work in the work plan and the requirements of the program. The applicant must be able to:

- Describe the administrative structure and capacity for the organization to employ a watershed coordinator and to administer and manage the grant. Explain the organization's capacity to meet the quarterly requirements for invoicing and reporting.
- Explain how the watershed coordinator position will fit into the organizational structure, including supervision of the watershed coordinator.
- Explain the past experience with administration and management of grants and contracts, in particular if related to natural resource conditions. List previous and current grants or contracts being administered by your organization within the last five years.

E. Performance Measures (10 points)

Proposals must contain well-designed, quantifiable performance measures that clearly demonstrate the effectiveness of the watershed coordinator to benefit natural resource conditions in the defined watershed. The proposal should explain how changes to natural resource conditions will be measured

and reported by the watershed coordinator. All performance measures must be included on the work plan form.

F. Sustainability (5 points)

The Department is interested in proposals with the potential to result in long-term sustainable benefits. Proposals that provide feasible methods or plans to sustain the efforts of the watershed coordinator and build upon the accomplishments of the work plan beyond the term of the grant will receive more points.

The Program prefers that the applicants responding to the RFP establish the coordinator as an employee of the organization rather than, for example, a subcontractor working outside the organizational structure. By making this a position within the organization, there is a greater likelihood the position will be supported and sustained beyond the term of the initial investment made from this grant. The applicant should be able to:

- Explain how the organization will sustain the efforts and accomplishments of the watershed coordinator beyond the three-year term of the grant.
- Discuss the strategies the grant organization and watershed coordinator will implement to obtain additional funding to benefit the watershed.

G. Partnerships (10 points)

This RFP defines partners as organizations, government agencies, private citizens or volunteer groups that provide matching funds or in-kind services. Proposals that demonstrate multiple, committed partnerships and extensive coordination with other agencies, organizations, or entities will be given more points. Partnerships must be evidenced by letters of commitment or other signed documents (grant agreements or Memorandums of Understanding, etc.), which explain the relationship and outline the contributions to be made. Do not submit general letters of support as these will not increase the number of points awarded.

The applicant should be able to:

- Describe the coordinator's role in forming, supporting or expanding partnerships, including environmental justice communities and Tribes, and how these watershed partnerships will collaborate towards improving the natural resource conditions in the watershed.
- Describe how the organization will ensure that the coordinator's work is benefiting the entire watershed partnership.

H. Cooperators (5 points)

Cooperators are defined as an organization, government agency, group, stakeholder or other entity that works in support of the watershed coordinator and local program's efforts. Applicants must demonstrate that their efforts will be part of a larger coordinated effort to better manage the defined watershed. Applicants will use the Cooperation Database and work cooperatively with other organizations, agencies, groups and others to avoid multiple proposals for the same watershed.

Registration on the Cooperation Database is mandatory by September 9, 2010. Applicants not registered by this date will receive no points for this criterion.

I. Budget (10 points)

The budget will be evaluated on completeness, accuracy, and how it supports goals, objectives, and tasks identified in the work plan. Budgets that clearly demonstrate a direct relationship between expenditures and the work plan, in a cost effective manner, will be given more points. Budgets that contain costs that appear to be unreasonably high or inflated will receive fewer points.

Submit a completed budget form as an attachment to the FAAST application. A form with instructions is provided for this purpose at: http://www.conservation.ca.gov/dlrp/wp/grants/Pages/wcgp_forms.aspx Describe how the budget is reasonable in supporting the work plan and activities, including performance measurement of the effectiveness of the watershed coordinator to improve natural resource conditions of the watershed.

J. Matching Funds (10 points)

Requiring matching funds from the applicant provides a reasonable approach to maximize available funds, and also contributes toward sustaining the watershed coordinator beyond the term of the grant. The objectives of the match requirement are to: (1) improve coordination of watershed management activities within a maximum number of watersheds across the State, and (2) support sustainability of the watershed coordinator position.

A major goal of the grant program is to ensure partnership, cooperation, and collaboration between diverse groups throughout the watershed. It is also important for applicants to demonstrate a commitment by contributing matching funds. Proposals may include cash match, in-kind match or both. The greater the contribution, the higher the points awarded. **Cash and in-kind match carry the same weight.**

There is a 25% minimum match of requested funding requirement for this grant. The match requirement may be reduced for applicants working in areas with economically disadvantaged communities. See Section 3 - Appendix F.

Describe the matching funds that are provided by partners, including the type of match (cash and/or in-kind) and source, and how the match directly supports the watershed coordinator position. Provide the status of securing the matching funds.

XI. Final Selection of Proposals

In addition to the evaluation criteria used to score individual applications, the solicitation provides separate criteria to be used to select the final group of applications that will be recommended for funding. Those proposals that best address the individual evaluation criteria will be pooled by region and category for final funding selection. The following criteria will be used in making final selections. These criteria apply to the final group of applications recommended for funding:

- Approximately 80% of available funds in the final group of applications will be distributed in Category 1 and Category 2 watersheds (Hydrologic regions: North Coast, North Lahontan, South Lahontan, Colorado River, Ocean-facing San Francisco Bay, Tulare Lake, Central Coast and South Coast).

This final group will contain applications from the seven hydrologic regions defined by the Program containing Category 1 and Category 2 watersheds.

- Approximately 20% of available funds in the final group of applications will be distributed in Category 3 watersheds (Hydrologic regions: Sacramento River, San Joaquin River, and San Francisco Bay).

This group will contain applications from the three hydrologic regions defined by the Program containing Category 3 watersheds.

XII. Reporting and Invoicing

A. Grant Administration

The grants will be administered in accordance with approved grant agreements, which will be prepared after the grants are awarded. Grant agreements consist of standard language, work plan, budget, reporting requirements, and an implementation schedule. All costs are reimbursed in arrears and will be based on actual documented costs. Only costs approved in the grant agreement and supported by proper source documentation are eligible for reimbursement. Expenses incurred prior to the start date of the grant agreement and after the closing date of the agreement are not reimbursable. Reporting requirements are briefly summarized below, but will be detailed in the grant agreement.

B. Reporting

In order to ensure accountability for the use of public bond funds, grantees must provide the Program with quarterly written reports that demonstrate progress and compliance with the grant agreement. Additionally, at the end of each 12-month period, an annual report must be submitted. The Program will determine the format of the reports and the necessary documents that will be submitted with the reports.

1. Quarterly Reports: These reports will primarily focus on the tasks worked on and completed by the watershed coordinator over a three-month period, based on the approved work plan. Grantees shall provide evidence to demonstrate that objectives and tasks are being completed, or justification for non-completion. In addition to the quarterly report, the grantee must provide evidence that committed match is being used to support the grant. Grantees will be required to identify the source of the match, the amount of contribution, and provide supporting documentation.

2. Annual Reports: Annual reports will be required at the end of each 12-month period. These reports shall summarize the progress made that year. Grantees will be required to provide a detailed written report which shall include a description of:

- The direct benefits to the natural resource conditions in the watershed;
- The work plan(s) showing completion of tasks and objectives;
- Progress toward meeting performance measures to date;
- The grant's effectiveness;
- Additional benefits to the watershed resulting from the watershed coordinator.

3. Final Report: At the end of the three-year grant period a final report will be required. This report must summarize the overall results of the grant and describe:

- The overall benefits (direct and indirect) to the natural resource conditions in the watershed;
- Work plan accomplishments;
- Final results of performance measures and a discussion and evaluation of these measures;
- The grant's effectiveness;
- Sustainability of the watershed coordinator position and the goals of the workplan;
- Financial status summaries, including all match contributions;
- Conclusions.

C. Accounting

Invoicing: All costs are reimbursed in arrears and will be based on actual expenses. In accordance with the grant agreement schedule, grantees will submit quarterly invoices to DOC for reimbursement. Invoices must be sequentially numbered and prepared in triplicate with all supporting documents (receipts, cancelled checks, payroll stubs, paid bills, contract/subcontract award letters, cancelled warrants, etc.). Timesheets will require the signatures of the coordinator and the grant manager. All submitted documents will require annotations that specifically link the expenditure to the approved work plan. DOC is ultimately the final approving authority on reimbursement of expenditures. DOC will also base payments on reports showing work completed and satisfactory progress.

Advances: Due to the fact that program funding comes from Proposition 84 bond funds, advances cannot be provided.

Audits: Due to the fact that program funding comes from Proposition 84 bond funds, all grants will be subject to audit.

XIII. Watershed Coordinator Workshop

After the grants are awarded, the Program will hold a two-day workshop for the watershed coordinators that receive grant funding through this solicitation. This will be a two-day workshop to be located in the Sacramento area. All organizations that receive funding will be expected to make this a task in their work plan and to include the cost of attendance as an item in their budget.

The purpose of the Watershed Coordinator Workshop will be to cover technical topics as well as provide an opportunity for networking amongst the watershed coordinators.

XIV. Grant Administration Workshop

After the grants are awarded, the Program will hold a one-day workshop in the Sacramento area for the new organizations that have not previously administered a DOC Watershed Coordinator Grant and are responsible for administration of the grant agreement. The workshop will cover details of invoicing

and reporting of grant activities. Costs to cover this workshop cannot be charged as a separate line item in the budget. This should be covered in the general administrative costs.

XV. Deadlines

The entire RFP is provided electronically at:

http://www.conservation.ca.gov/dlrp/wp/grants/Pages/wcgp_forms.aspx

All applications will be submitted using The Financial Assistance Application Submittal Tool (FAAST) System, managed by the State Water Resources Control Board. FAAST provides an efficient and effective means for applicants to apply for grant funding from the state.

The deadline to register your proposal on the Cooperation Database is **September 9, 2010**.

All applications will need to be completed and submitted through FAAST by COB (5:00PM) on **October 12, 2010**.

XVI. DOC Contact Information

If you have any questions, please send an email to: watershed@conservation.ca.gov

Or you may contact the following DOC staff:

- Jan Holder, Grant Administrator, (916) 445-0046
- Gail Chun, Grant Administrator, (916) 323-8930
- Barbara Dellamarie, Grant Administrator, (916) 324-9020

Section 2: Instructions and Forms

- I. Summary of the Application Process
- II. Using the FFAST System
- III. Guide to Completing the Watershed Coordinator Grant Application
- IV. Instructions for Preparing the Work Plan Form
- V. Work Plan Form
- VI. Instructions for Preparing the Budget Form
- VII. Budget Form
- VIII. Proposal Checklist

I. Summary of the Application Process

This section provides instructions for preparing and submitting an application via the Financial Assistance Application Submittal Tool (FAAST). These instructions are for the Statewide Watershed Program Watershed Coordinator Grants 2010 Request for Proposal. It is important that applicants follow the instructions to ensure that their application will address all of the required elements.

Applicants must submit a complete application online using the State Water Resources Control Board's (State Water Board's) FAAST at the following secure link: <https://faast.waterboards.ca.gov>

All applications will need to be completed and submitted through FAAST by COB (5:00PM) on **October 12, 2010**.

WARNING: The FAAST system was created for PC's and Microsoft Internet Explorer. If you work with MAC computers or other browsers, you may experience problems. Applicants may need to use a computer at a local library or at a partner's office.

II. Using the FAAST System

To complete a successful FAAST application, we recommend that applicants:

- ❖ Review the *FAAST User Manual* and *Frequently Asked Questions*, available at the FAAST webpage, before creating a user account and completing the online application.
- ❖ Make note of the unique Proposal Identification Number (PIN) FAAST assigns when an application/proposal is created. This pin should always be referenced when an applicant needs assistance with FAAST.
- ❖ Print out a blank copy of the entire application if the applicant would like to work from a hard copy. To print an application, complete the following steps:
 - Initiate a new application and fill out the following three fields on the first page (applicants can come back to edit these fields later in this General Information tab):
 - "Project Title,"
 - "Project Description,"
 - "Responsible Regional Water Quality Control Board (RWQCB)" (for this grant choose "Statewide").
 - Click on the "Save as Work in Progress" button and then click the "Next Section" button to initiate the application process.
 - In the next section, Funding Programs tab, read the information and click "Apply."

- Click on the “Preview/Submit Application” button and select the “Print” option from the browser “File” menu.
- ❖ As directed in each section, use dropdown menus, textboxes, or attachments to answer questions. FFAST will allow applicants to type text or cut and paste information from other documents (e.g. MS Word) directly into a FFAST submittal screen. Important Note: *When using the cut and paste feature, remove any formatting (e.g., bold, italic, underline, indent) before pasting into your FFAST application; formatting includes hidden characters which count towards the total number of characters allowed in a text field.*
- ❖ Narrative attachments should be submitted using a font size no smaller than 10 point. Upload attachments using a name similar to the *Attachment Title* to simplify personal file management, and keep the following rules in mind:
 - Special characters such as dashes, asterisks, symbols, spaces, or percentage signs are not allowed in file names, but underscores may be used.
 - FFAST tracks attachments by an attachment title, not by the file name.
 - Acceptable file formats are: MS Word, MS Excel, or PDF.
 - File size for each attachment is limited to 10 Megabytes (MB).
- ❖ Save the application often while working in the FFAST system. There is a timer that will reset with each save function. Do not leave the computer without saving. You may work on the application in multiple sessions as long as you save prior to closing out the application.
- ❖ Submit the application only when all requested information is entered and uploaded.
- ❖ Review the complete application prior to submitting it in FFAST. Once an application has been submitted no further modifications, additions, or deletions will be allowed.
- ❖ Avoid last minute submittals and allow time for FFAST staff assistance should any submittal problems occur.
- ❖ Note that once the application has been submitted, any privacy rights as well as other confidentiality protections afforded by law with respect to the application package will be waived.

III. Guide to Completing the Watershed Coordinator Grant Application

The Application is organized into sections. To navigate between sections, click on the labeled tab or “**Next Section**” button. When moving between sections, the system will automatically save your information. Another means of saving information is by clicking on the “**Save as Work in Progress**” button. To preview or print the completed application, click the “**Preview/Submit Application**” button. (Follow instructions above to print.) To submit the completed application, enter your initials and click the “**Submit Now**” button.

After the application is submitted, the FFAST system will send an automated confirmation email to the applicant confirming the date and time of submission.

The following information is provided as a guide for applicants to ensure that they have submitted the required information.

A. Program Selection & General FFAST Information	
1.	<p>RFP SELECTION: “Statewide Watershed Program Watershed Coordinator Grants 2010.”</p> <p>The screen will display a list of Request for Proposals (RFPs) and solicitations currently accepting applications. Select the RFP Title “Statewide Watershed Program Watershed Coordinator Grants 2010” from the list displayed on the screen to begin the application process.</p>
2.	GENERAL INFORMATION
	<p>Project Title: Provide name for your proposal.</p> <p>If this item is not completed, FFAST will not accept the application.</p>
	<p>Project Description: Provide a brief description of the key elements of the proposal. The length of the Project Description is limited to 1,000 characters (including spaces).</p> <p>If this item is not completed, FFAST will not accept the application.</p>
	Grant Funds Requested: Provide amount of grant funds requested in dollars for the watershed coordinator position and eligible costs.
	Local Cost Match: Provide amount of matching funds in dollars for the watershed coordinator position and other eligible costs.
	Total Budget: Grant funds requested plus funding match equals total project cost.
	Latitude/Longitude: Enter latitude/longitude coordinates of the approximate midpoint of the project location in degrees using decimal format. (Links are provided to obtain this information.)
	Watershed: Provide name(s) of the watershed(s) where the project is located using the lists provided in Appendix A and B. If the project covers multiple watersheds, list the primary watershed first.
	County: Provide the county in which the project is located. If the project covers multiple counties, select “Multiple Counties” from the drop down list.
	<p>Responsible Regional Water Quality Control Board: Select “Statewide” from the drop down list.</p> <p>If this item is not completed, FFAST will not accept the application.</p>
3.	FUNDING PROGRAMS
	Funding Program: The funding program “Statewide Watershed Program Watershed Coordinator Grants 2010” will be displayed. Read the description before checking the apply box.

4.	<p>PROJECT MANAGEMENT</p> <p>The information in this section is pulled from your initial account sign-up process. The following section is to identify contacts for the grant agreement process, if your project is recommended for funding.</p>
	<p>Project Director: The Project Director is the person responsible for filing an application, executing a grant agreement, and any subsequent amendments to the grant agreement.</p>
	<p>Project Manager: The Project Manager is the day-to-day contact on this project from the Applicant Organization.</p>
5.	<p>LEGISLATIVE INFORMATION</p>
	<p>Enter the State Assembly, State Senate, and U.S. Congressional Districts in which the project is located. For projects that include more than one district, please enter each district. Lookup tables are provided in FFAST to assist with determining the appropriate districts.</p>
6.	<p>AGENCY CONTACTS: Do Not Use this tab.</p>
7.	<p>COOPERATING ENTITIES</p> <p>Include entities that will assist the applicant in project development or implementation. Provide name(s) of cooperating entity(ies) and contact information. In the “Role/Contribution to Project” text field, specify if the entity is a “Partner” or a “Cooperator.” (Refer to the RFP Section 1-VII for the definitions of Partner and Cooperator.)</p> <p>After entering an entity, click the “Save Cooperating Entity” button. This will save the information and clear the field for another entity to be added.</p> <p>In the Application Attachments section, you will be required to attach a Match Commitment letter from each match Partner (cash and/or in-kind contributions) to your FFAST Application.</p>
<p>B. Proposal Questions and Attachments</p>	
8.	<p>APPLICATION QUESTIONNAIRE</p> <p>The Statewide Watershed Program Watershed Coordinator Grants 2010 Request for Proposals (RFP) and required forms are provided on the State Watershed Program website: (http://www.conservation.ca.gov/dlrp/wp/grants/Pages/wcgp_forms.aspx).</p> <p>The answers to the following questions, along with the submitted attachments, will be used to determine eligibility and to score the proposals.</p>

	<p>NOTE: In order to be eligible for review, all questions must be completely answered and proposals must have all required forms and documents, as identified in the RFP. Proposals received with incomplete answers or missing required documents may be disqualified and not scored regardless of merit.</p> <p>All required attachments must be uploaded using the “Application Attachments” tab within the FAAST Application. For instructions on attaching files, please refer to the RFP Section 2-II: Using the FAAST System or read the FAAST User Manual (https://faast.waterboards.ca.gov). When attaching files, applicants must use the naming conventions noted in these instructions. Narrative attachments must be submitted using a font size no smaller than 10 point.</p>
	<p>ELIGIBILITY VERIFICATION:</p> <p>Q1. Specify applicant type:</p> <ul style="list-style-type: none"> ○ Special Districts – Sanctioned under California law for the performance of local governmental functions within specified boundaries and to serve a common community of interest. ○ Local governments - Includes cities, counties, cities and counties, and Joint Power Authorities formed from these entities. ○ Nonprofit organizations - Any corporation organized under Section 501(c)(3) of the Federal Internal Revenue Code and incorporated within the State of California. <p>Note: Proof of eligibility must be attached to this application. (Use the Attachments tab to upload it to your application.) Please refer to the eligibility criteria in Section 1-III of the RFP. Federal and State agencies are not eligible.</p>
	<p>EXECUTIVE SUMMARY:</p> <p>Q2. In the textbox, concisely summarize the purpose and benefits of the proposal as related to your local watershed goals. [maximum 2000 characters]</p>
	<p>WATERSHED LOCATION:</p> <p>Identify the defined work area for the watershed coordinator. Please refer to the maps in Appendices A and B of the RFP to answer the next three questions. http://www.conservation.ca.gov/dlrp/wp/grants/Pages/wcgp_forms.aspx</p>
	<p>Q3. Select from the dropdown menu the category for the defined work area based upon the Hydrologic Region (refer to Section 1-III paragraph B of the RFP and Appendix A):</p> <p>Category 1: North Coast, North Lahontan, South Lahontan, Colorado River, and Ocean-facing San Francisco Bay Category 2: Tulare Lake, Central Coast, and South Coast Category 3: Sacramento River, San Joaquin River, and San Francisco Bay</p>

	Q4. Specify the 8-digit USGS Hydrological Unit Catalog (HUC) number(s) for the defined work area using Appendix A.
	Q5. Do you have a second 8-digit USGS Hydrological Unit Catalog (HUC) number for the defined work area? If so please enter:
	Q6. Do you have a third 8-digit USGS Hydrological Unit Catalog (HUC) number for the defined work area? If so please enter:
	Q7. If the proposal involves an area smaller than an 8-digit HU, also specify the 10-digit HUC number(s) from Appendix B. [maximum 500 characters]
	Q8. List the counties within your watershed in the textbox. [maximum 500 characters]
	<p>Q9. Provide a narrative that describes the watershed's current condition and cite any formal studies, watershed assessments, reports or research papers that support the description; attach this narrative in the Attachments tab (maximum 2 pages). Do not attach the actual studies or reports; citations are sufficient. Please include information on any prior work performed in this watershed area. For example:</p> <ul style="list-style-type: none"> • Inventories, assessments or monitoring • Management plans • Projects that have been implemented
	ORGANIZATIONAL GOALS:
	Q10. In the textbox, summarize the natural resource issues of greatest concern in the watershed to be addressed by the watershed coordinator. Cite the sources of this information. [maximum 2000 characters]
	Q11. Attach your organization's strategic or long-range plan in the Attachments tab. (This plan must contain watershed-related goals.)
	Q12. In the textbox, briefly explain how a watershed coordinator would help your organization to achieve the stated goals contained in your organization's long-range or strategic plan. [maximum 2000 characters]
	PROPOSED WORK PLAN and BENEFITS:
	Q13. Read the instructions included in Section 2-IV of the RFP and complete the Work Plan Form provided on the State Watershed Program website. The Work Plan consists of the goals, objectives, tasks and performance measures for the watershed coordinator. Attach your completed Work Plan in the Attachments tab.

	<p>Q14. Provide a narrative that describes all potential benefits to the watershed and demonstrates the need for a coordinator position; attach this narrative in the Attachments tab (maximum 2 pages). Proposals that clearly explain the following will receive more points:</p> <ul style="list-style-type: none"> • Importance, impact, and direct benefits a coordinator would have on the watershed. • Strong correlation between the proposed activities of the watershed coordinator and watershed-related goals of the organization. • How the coordinator’s work would support watershed objectives of the State, other agencies, and watershed organizations. • Methods that will be used to measure and evaluate the watershed coordinator’s direct benefits to the watershed.
	<p>PARTNERSHIPS and COOPERATION:</p>
	<p>Q15. Under the “Cooperating Entities” tab of the application, you identified all Partners and Cooperators that will provide support for your watershed coordinator position and the work plan. For the definitions of “Partners” and “Cooperators,” please refer to the RFP Section 1-VII. A Match Commitment Letter, outlining the match and the value of the match, must be attached for each Partner (cash and/or in-kind) per Section 1-VII and Section 1-X, paragraph G in the RFP.</p> <p>In the textbox, describe which partnerships are already formed, how new partnerships will be formed, and how these partnerships will collaborate to complete the work plan. [maximum 2000 characters]</p>
	<p>Q16. Registration in the Cooperation Database is mandatory. Refer to Section 1-IV of the RFP for instructions. Please indicate if your organization has registered on the Cooperation Database by selecting Yes or No from the dropdown menu.</p>
	<p>Q17. In the textbox, explain if and how the proposal will involve economically disadvantaged communities (refer to Appendix F in the RFP for a definition) and Tribes. Explain any planned outreach or partnerships with these groups. [maximum 2000 characters]</p>
	<p>SUSTAINABILITY:</p>
	<p>Q18. In the textbox, explain how your organization plans to support the watershed coordinator position and continue watershed work after the end of the grant term. [maximum 2000 characters]</p>
	<p>Q19. In the textbox, explain the organization’s familiarity and experience with watershed management principles in general, and discuss any direct experience with watershed management in the identified work area. [maximum 2000 characters]</p>

	BUDGET AND MATCHING FUNDS:
	<p>Q20. Read the instructions included in Section 2-VI of the RFP and complete the Budget Form provided on the Statewide Watershed Program website. http://www.conservation.ca.gov/dlrp/wp/grants/Pages/wcgp_forms.aspx</p> <p>Attach your completed Budget form in the Attachments tab. There is a required minimum match of 25% of requested funding.</p>
	<p>Q21. In the textbox, describe the factors used to determine the watershed coordinator's salary and other related costs. [maximum 2000 characters]</p>
	ECONOMICALLY DISADVANTAGED COMMUNITIES:
	<p>Q22. There is a requirement for a minimum match of 25% of requested funding; however, if your watershed is located in an economically disadvantaged community, you may apply for a match reduction (refer to Question 23). Please indicate if the applicant organization is requesting a reduction of the 25% match requirement by selecting Yes or No from the dropdown menu.</p>
	<p>Q23. If the answer to Question 22 is "Yes," please review the requirements regarding "Disadvantaged Communities" provided in Appendix F of the RFP. Provide a detailed justification for requesting a reduction of the match requirement that addresses all information specified in Appendix F. Attach this narrative in the Attachments tab (maximum 2 pages).</p>
9.	<p>APPLICATION ATTACHMENTS</p> <p>In this section of the FFAST application, you must provide the attachments previously requested (listed below). Attached files cannot be <u>larger than 10 megabytes</u>. NOTE: In order to be eligible for review, proposals must contain all required forms and documents as identified in the RFP. Proposals received without all required documents will be disqualified and will not be scored regardless of merit.</p> <p>For instructions on attaching files, please refer to Section 2-II Using the FFAST System or the FFAST User Manual. When attaching files, applicants must use the naming convention noted in these instructions.</p>
Attachments to verify proof of eligibility:	
Attachments for 501(c)(3) nonprofit	A copy of the organization's 501(c)(3) nonprofit status from the IRS.
Attachments for 501(c)(3) nonprofit	A statement from the organization's Board of Directors that certifies funding from DOC will not present a conflict of interest for the Board or any of its members.

Attachments for 501(c)(3) nonprofit	A copy of the organization’s Articles of Incorporation and Bylaws.	
Attachments for Local Government or Special District	Proposal Authority Resolution - Local Government or Special District Board Resolution authorizing the proposal.	
Attachments related to Application Questions:		
Attachment #	Attachment Title	Description
Attachment for Question 9	Watershed’s Current Condition	Narrative Response (maximum 2 pages)
Attachment for Question 11	Strategic or Long-Range Plan for Applicant Organization	Attachment
Attachment for Question 13	Proposed Work Plan	Form required
Attachment for Question 14	Benefits to the Watershed	Narrative Response (maximum 2 pages)
Attachment for Question 15	Letter(s) of Commitment for each Match Partner (cash and/or in-kind contributions) are required as proof of match.	Letter(s) of Commitment are preferred and must be addressed to Department of Conservation. Grant agreements or Memorandums of Understanding are acceptable.
Attachment for Question 20	Proposed Budget	Form required
Attachment for Question 23 (optional)	Match Reduction Request	Narrative Response (maximum of 2 pages)
Optional Attachment	Optional narrative for any significant information not contained in your application	Optional narrative (maximum 2 pages)
Note: Do not attach general letters of support (those with no match or work commitments). These will not be taken into consideration in the review process.		

IV. Instructions for Preparing the Work Plan Form

1. Proposals must include a complete, detailed work plan attached as a part of the FFAST application.
2. A sample work plan form is included on page 30 of the RFP for reference. The electronic version of the form to be completed and attached to the FFAST application is located at:
http://www.conservation.ca.gov/dlrp/wp/grants/Pages/wcgp_forms.aspx
3. Use the following instructions to complete the work plan form. Additional guidance is included throughout the RFP, particularly in the evaluation criteria section.
4. A goal may contain more than one objective. Each objective should have a separate work plan that identifies all critical tasks. An example work plan is provided in Appendix C.

<u>ITEM</u>	<u>INSTRUCTIONS</u>
(A)	List the single organization that is administratively and legally responsible for the grant.
(B)	Using the watershed list in Appendix A or B, list the official watershed name(s).
(C)	Identify the watershed goal the watershed coordinator will work to accomplish. A goal may have more than one objective.
(D)	List the objective, as described in the narrative proposal that supports the goal. If there is more than one objective per goal, each objective should be outlined on a separate work plan. Objectives should be well conceived and planned.
(E)	Identify the performance measure that will determine the benefit to the watershed of meeting the goal and objective. Performance measures are identified using counts, percentages, or ratios. Performance measures are quantifiable standards that measure the success of the objective and the objective's direct benefit to the watershed. A performance measure should not be a list of task completions.
(F)	List and number critical tasks sequentially with the first digit corresponding with the objective number and the subsequent digits identifying the task number. For example, task number 1 of objective 1 would be written as "1.1." The next task would be numbered as "1.2" and so forth. Objective 2 would be numbered 2.1, 2.2, etc.
(G)	Write a short sentence with sufficient detail to describe the task. Tasks should capture critical activities that ensure completion of the objective. Tasks help determine if the objectives are being accomplished. Identify sufficient tasks under each objective to clearly explain how the objective will be met.
(H)	Describe the desired results/outcomes for each task. For example, if the watershed coordinator will recruit volunteers for water-quality monitoring, the completion of the task may be indicated by the recruitment of 10 volunteers. Therefore, "10 volunteers recruited" would be written in the task completion column.

- (I) Provide realistic time periods for each task. The time periods may vary depending on the task. For example, they may span several months, a month, or a day (e.g., January – March, September, September 15, 2011, etc.).



V. Work Plan Form

Applicant: **(A)** _____

Watershed Name: **(B)** _____

Watershed Goal: **(C)** _____

Objective #__: **(D)** _____

Performance Measurement: **(E)** _____

Task Number	Description of Task	Task Completion	Implementation Schedule
(F)	(G)	(H)	(I)
	<i>SAMPLE FORM ONLY</i>		
	Download form from DOC Watershed Program website: http://www.conservation.ca.gov/dlrp/wp/grants/Pages/wcgp_forms.aspx		

VI. Instructions for Preparing the Budget Form

1. A completed budget form must be attached as a part of the FFAST application.
2. A sample form is included on pages 35-36 of the RFP for reference. The electronic version of the form to be completed and attached to the FFAST application is located at:
http://www.conservation.ca.gov/dlrp/wp/grants/Pages/wcgp_forms.aspx
An example of a completed Budget Form can be found as Appendix C.
3. This is a three-year grant program. Therefore, budgets must outline all anticipated costs and match funding for years one through three.
4. Use the following guidelines to complete the form. Additional guidance is also included throughout the RFP.
5. **All costs and match must directly support the watershed coordinator position and the work plan.**

<u>ITEM</u>	<u>INSTRUCTIONS</u>
-------------	---------------------

- | | |
|-----|--|
| (A) | The single organization that is administratively and legally responsible for the grant. |
| (B) | Total dollars required to achieve the goals and objectives. Item (B) includes grant amount requested from DOC and matching funds, both in-kind and cash. |

Item (B) = Item (C) + Item (D) + Item (E).

- | | |
|-----|--|
| (C) | Amount of funding being requested from DOC to support the watershed coordinator and associated direct costs. |
|-----|--|

6. **A significant goal of the grant program is to maximize collaboration, partnerships, and cooperation throughout the watershed. Applicants will be awarded points for cash and in-kind match contributions. The greater the match contribution, the more points awarded. Match must come from non-state sources. Examples include private, city, county or federal contributions of time or money. Only allowable costs, such as salaries, benefits or directly associated expenses, are eligible to be used as match. Partners may provide in-kind, cash or both.**

- | | |
|-----|--|
| (D) | Identify all sources of in-kind matching funds. In-kind (non-cash) contributions may include the use of non- <u>Proposition 84 funded contributions</u> , or third-party contributed, real or personal property or equipment. The formula used to compute in-kind expenditures must be reasonable. Describe in the footnotes "description/explanation" section (item O) the method used to calculate the value of in-kind amounts. |
| (E) | Cash includes money designated in a <u>checking</u> or savings account or guaranteed cash contributions from a federal grant or other <u>non-state</u> source. It may include city, county, private, federal, or other contributions. It must be a liquid asset and available to support the |

watershed coordinator position. It must be supported by evidence of a specific, dedicated bank account, a letter of grant award or other binding financial documents.

- (F) For each budget item, indicate if there is a footnote. If not, leave this space blank. Footnotes must be in numerical sequence and identified on both pages 1 and 2 of the budget.

7. The grant can only reimburse for watershed coordinator salary and direct support costs.

Budgets may include salaries, benefits, rent, required minor equipment, operating expenses, and technical software (see Section 1- VI. Matching Funds and Allowable Costs). This list is not exhaustive and other items not identified on the list may be included in the budget, if justified in the work plan.

Costs that are project related and do not directly support the watershed coordinator position are not reimbursable nor allowable as match. Costs associated with projects are not reimbursable. Non-allowable costs include: construction materials; machinery, field tools, project related printing and mailing costs; heavy equipment rental; major equipment purchases (see Section 1- VI. Matching Funds and Allowable Costs). This list is not exhaustive.

If a proposal contains funding for an item that is not allowable, or contains an item that costs more than the norm, DOC may elect to fund the grant at a lower level, after consultation with the applicant.

All expenditures must be justified and support the coordinator position and the work plan. For all expenditures (except personnel), provide a brief explanation of the need for the expenditure and how it will enable the watershed coordinator to accomplish the work plan. **Expenditures must be based on actual costs.**

- (G) This includes the watershed coordinator's salary. List the total hours for three years and the hourly rate used to calculate the total amount. This applies to consultants, contractors or employees. No other salaries will be reimbursed. The total number of hours for the watershed coordinator shall not exceed 6,240 hours.

Volunteers donating time can only be included as an in-kind contribution. Volunteer time used as match must directly support the coordinator positions and cannot be project-related. For example, time for volunteers conducting river clean-ups or time for people attending meetings cannot count as match.

Match contributions of time by volunteers or technical experts must be broken down to reflect total hours and an hourly wage rate. Wages should be based on geographical area, the type of work being performed and the expertise required. The rate must be reasonable. To qualify as match, volunteers or technical experts must support the watershed coordinator's duties and the work plan.

- (H) DOC will reimburse actual benefits, but benefits cannot exceed 32% of the salary identified for the watershed coordinator. Benefits may include health insurance, retirement, employer's portions of social security and Medicare, worker's compensation, etc. Benefits exceeding 32% are not allowable for reimbursement or for match. Provide an itemized

breakdown of all benefits in the footnotes. Benefits will not be reimbursed for any other position.

- (I)
 - 1. Identify any equipment that will be reimbursed using DOC funds or used as an in-kind match. Equipment listed must support the watershed coordinator position and tasks identified in the work plan.
 - 2. Equipment that will be used for specific projects is not allowable.
 - 3. For certain costs, there is a maximum authorized amount that may be budgeted, if fully justified and supports the work plan:
 - (a) Testing, sampling, and other similar expenditures – \$1,500 (cumulative total);
 - (b) Computers: desktop – \$1,200; or laptop – \$1,700 (includes software, warranty, and accessories);
 - (c) Digital Camera plus accessories – \$500;
 - (d) Geographical Information System software – \$1,500;
 - (e) Attendance at watershed related seminars, workshops, and conferences is limited to \$1,500/year (total not to exceed \$4,500) if justified. Attendance at the DOC two-day grant workshop is mandatory and should be budgeted under this category.
- (J) Only operating costs that support the watershed coordinator position are eligible. Mileage is based on actual miles traveled, but is authorized up to the current California State rate which is 50 cents per mile. Note: This is not the same as the Federal or IRS rate.
- (K) Subtotal all the columns.
- (L) Administrative costs are authorized for reimbursement or as a match up to a maximum of 15% of DOC's contribution (15% of Subtotal in the "DOC Grant" column). **These costs must be listed separately and cannot be listed elsewhere as a direct cost.** Costs may include: secretarial assistance, supervision of the coordinator, contracts management, accounting costs/audit, financial management, liability insurance, payroll services, computer maintenance, etc.

Contractor or consultant administrative costs will be deducted to reflect the allowable 15% administrative cost authorized. Administrative costs exceeding the authorized 15% are not allowable for reimbursement or for match.
- (M) Total all the columns.
- (N) Calculate the "Match Percentage Provided" using the following process:
 - 1. In-kind: (total in-kind match provided by applicant) / (total amount being requested from DOC).

2. Cash: (total cash match provided by applicant) / (total amount being requested from DOC).

- (O) 1. All line item expenditures, except administration, must be justified in this section. Identify and describe the method used to compute the cost (including benefits). This requirement applies to all costs; those being reimbursed by DOC, as well as line items being used for match, both in-kind and cash.

2. Each source of match (partner) must be identified by name. Use footnotes to identify which specific expenditure(s) was provided by that partner's contribution (see Appendix D for an example). Partner contributions must be broken down into two categories: in-kind and/or cash.
- (P) 1. Attach support documents to the FFAST application that clearly demonstrate the partner's financial commitment and validate the contribution. Preferred support documents are letters of commitment; however, it is acceptable to submit grant agreements, or Memorandums of Understanding, etc., as supporting documentation. An individual authorized to financially bind the organization must sign the documents.

2. In-kind or cash contributions from the organization submitting the proposal must be documented in a commitment letter authorized by the organization's senior leadership and signed by the authorized officer. The letter must specifically describe the amount of the cash match and certify that the money is from a non-Proposition 84 source. The letter must also describe the in-kind contributions and assign a monetary value to each.

8. Any expense that is not specified in the budget is not eligible for reimbursement. DOC reserves the right to eliminate any expenditure that does not support the watershed coordinator's position or is not fully justified.

DOC cannot anticipate funding constraints and criteria associated with other grant programs. It is the responsibility of the applicant to consult with other grantors/funding sources to ensure that the use of those funds as match is acceptable and consistent with other funding requirements.



VII. Budget Form (page 1)

Applicant: (A)

	Total Budget (B)	DOC Grant (C)	In-kind Match (D)	Cash Match (E)	Footnote (F) [Explain on page 2]
Salaries and Wages (G) For each position list: ____ hours @ \$ ____/hr		<i>SAMPLE</i>	<i>FORM</i>	<i>ONLY</i>	
Watershed Coordinator (Only authorized position for funding)	Download form from DOC Watershed Program website: http://www.conservation.ca.gov/dlrp/wp/grants/Pages/wcgp_forms.aspx				
Benefits (H)					
Equipment (I)					
Operating Costs (J)					
Subtotal (K)					
Administration (L)					
TOTAL (M)					
Match Percentage Provided (N)	N/A	N/A			N/A

Budget Form - Footnotes (page 2)

Footnote (F)	Description/Explanation (O)	Support Documents Attached (Yes/No) (P)
	<i>SAMPLE FORM ONLY</i>	
	Download form from DOC Watershed Program website: http://www.conservation.ca.gov/dlrp/wp/grants/Pages/wcgp_forms.aspx	

Proposal Checklist

In order to be eligible for review, applications must be completed with all required forms and documents attached as listed below. **Proposals received without all required documents may be disqualified and not scored, regardless of merit.** Do not attach additional items that are not on the checklist.

The following required documents must be fully completed and included for the proposal to be eligible for review:

- ☐ Nonprofit Status Documentation (if nonprofit)
 - 1. A copy of the organization's 501(c)(3) nonprofit status from the IRS;
 - 2. A statement from the organization's Board of Directors that certifies funding from DOC will not present a conflict of interest for the Board or any of its members.
 - 3. A copy of the organization's Articles of Incorporation and Bylaws;
- ☐ Local Government or Special District Board Resolution authorizing the proposal (if Local Government or Special District)
- ☐ Q.9 - Watershed's Current Condition (maximum 2 pages)
- ☐ Q.11 - Long-Range or Strategic Plan for Applicant Organization (must contain watershed-related goals)
- ☐ Q.13 - Proposed Work Plan Form
- ☐ Q.14 - Benefits to the Watershed (maximum 2 pages)
- ☐ Q.15 - Letters of Commitment for each Match Partner (cash and/or in-kind contributions) (Letter(s) of Commitment are preferred and must be addressed to Department of Conservation. Grant agreements or Memorandums of Understanding are acceptable.)
- ☐ Q.20 - Proposed Budget Form (including Footnote Forms)

The following optional documents may be included in your application:

- ☐ Q.23 - Match Reduction Request for Economically Disadvantaged Communities (maximum 2 pages)
- ☐ Optional Narrative for any significant information not contained in your application. (maximum 2 pages)

Section 3: Appendices

A. Watershed Maps

- a. A1 8-Digit Watershed Map with Category Overlay and List of California Watershed Names
- b. A2 Map of 10 Hydrologic Regions of California

B. 10-Digit Watershed Maps with Lists of California Watershed Names

- B1 Colorado River
- B2 North Lahontan
- B3 South Lahontan
- B4 North Coast
- B5 Sacramento River
- B6 Tulare Lake
- B7 San Joaquin River
- B8 San Francisco
- B9 Central Coast
- B10 South Coast

C. Example Work Plan

D. Example Budget Form

E. Glossary of Terms

F. Economically Disadvantaged Communities

Appendices A and B have been deleted in this file in order to reduce the size of this file for faster downloading. (This will alter the page numbers for Section 3.)

Please refer to Appendices A and B on our DOC Watershed Program website:

http://www.conservation.ca.gov/dlrp/wp/grants/Pages/wcgp_forms.aspx

Appendix C - Example Work Plan

Applicant: XYZ Watershed Group

Watershed Name: XYZ River

Watershed Goal: Improve water quality in the XYZ River watershed

Objective 1: Reduce nonpoint source pollution entering watershed

Performance Measurement: Nonpoint source contaminants in watershed reduced by (blank)%

NOTE: This work plan is only a generic example; actual work plans should contain multiple objectives and address actual watershed.

Task #	Description of task	Task Completion	Implementation Schedule:
1.1	Identify nonpoint source contaminants and establish baseline monitoring data	Database established	Month 2011 – Month 2012
1.2	Identify nonpoint source pollution sources	Minimum of # sources identified	Month 2011 – Month 2012
1.3	Work with partners to identify priority areas and develop action plan	Action plan completed	Month 2011 – Month 2013
1.4	Work with partners and landowners to develop management plans	Minimum of # plans developed	Month 2011 – Month 2014
1.5	Write and submit grant proposals to fund implementation of best management practices	Submit a minimum of # proposals.	Month 2011 – Month 2014
1.6	Develop new partnerships to help fund and implement management plans	# partnerships developed and # dollars obtained	Month 2011 – Month 2014
1.7	Work with cities and other organizations to conduct nonpoint source workshops for homeowners	# workshops conducted	Month 2011 – Month 2014

Appendix D - Example Budget Form
Applicant: Eagle Nest River Watershed Council (ENRWC)

	Total Budget	DOC Grant	In-Kind Match	Cash Match	Footnote [Explain on page 2]
<i>Salaries and Wages</i> For each position list: ____ hours @ __/hr					
Watershed Coordinator (Only authorized position for funding) 6,240 hrs @ \$22/hour (3 yr avg)	137,280	102,960		34,320	1
Benefits for Watershed Coordinator	28,002	21,001		7,001	2
Hydrologist (Match Only) 200 hrs @ \$25/hour	5,000	N/A	5,000		3
GIS Technician (Match Only) 200 hrs @ \$20/hour	4,000	N/A	4,000		4
<i>Equipment</i>					
Computer (desktop)	1,500		1,500		5
Testing, sampling materials	250	250			6
Digital Camera	300			300	7
<i>Operating Costs</i>					
Mileage (0.485 per mile)	7,275		7,275		8
Printing	1,000	1,000			9
Postage	2,050	2,050			10
Office Supplies	1,000			1,000	11
Rent	7,200		7,200		12
Workshop attendance	1,500	1,500			13
Reference materials	500			500	14
Telephone services	1,650			1,650	15
Subtotal	198,507	128,761	24,975	44,771	
Administration	19,314	19,314			16
TOTAL	217,821	148,075	24,975	44,771	
Match Percentage Provided	N/A	N/A	17%	30%	N/A

Example - Budget Form: Footnotes (page 2)

Footnote	Description/Explanation	Support Documents Attached (Yes/No)
1	Watershed coordinator salary for a 3-year period. Year 1: 2080 hours @ \$21/hr; Year 2: 2080 hours @ \$22/hr; Year 3: 2080 hours @ \$23/hr. Will provide match using organizational funds. Letter of commitment attached from XYZ Watershed Group.	Y
2	Social Security/Medicare - \$137,280 * 7.65% = \$10,502; Health Care 36 mo * \$200 - \$7,200; Worker's Comp - \$137,280 * 5.5% = \$7,550; State Unemployment Insurance - \$137,280 * 2% = \$2,750. Letter of commitment attached from XYZ Watershed Group. Total Benefits = \$ 28,002 (approximately - 28,002/137,280 = 20.4%)	Y
3	Hydrologist: 200 hrs @ \$25/hour (includes benefits). Letter of commitment attached from County.	Y
4	GIS Technician: 200 hrs @ \$20/hour (includes benefits). Letter of commitment attached from partner ABC.	Y
5	Will provide computer that the organization already owns. Contacted local computer shop. Rental cost is \$50/month. 36 months @ \$50 = \$1,800; Maximum authorized amount is \$2,000.	N
6	Water Quality Testing kits to be used by the watershed coordinator to conduct water testing and to provide training.	N
7	Purchase digital camera to document restoration efforts, workshops, meetings, etc. Letter of commitment attached from XYZ Watershed Group.	Y
8	15,000 miles @ 48.5 cents/mile. Letter of commitment attached from ABC federal agency that will provide a vehicle for the watershed coordinator.	Y
9	10,000 copies printed @ .10 cents each = \$1,000	N
10	5,000 items (agendas, meeting notices, reports, etc.) mailed @ .41 cents = \$2,050	N
11	Will provide office supplies valued at \$1,000 over the 3-year period using organizational funds. Letter of commitment attached from XYZ Watershed Group.	Y
12	Total office space = 2000 sq ft. Watershed coordinator will be using about 10% of the space or 200 square feet. Value is 200 sq ft @ \$1/foot = \$200/mo * 36 months = \$7,200. Letter of commitment provided by ABC federal agency.	Y
13	The watershed coordinator will be attending watershed related workshops and seminars every year. \$500/yr * 3 years = \$1,500	N

14	Will purchase reference materials valued at \$500 over the 3-year period using organizational funds. Letter of commitment attached from XYZ Watershed Group.	Y
15	Will provide a telephone. 36 months @ \$50/mo = \$1,650. Will provide match using organizational funds. Letter of commitment attached from XYZ Watershed Group.	Y
16	Breakdown of administrative costs: clerical support (\$15,000), supervision of the coordinator (\$21,000), audit (\$5,000), office supplies and copying (\$4,500), computer maintenance contract (\$1,200). Sum of administrative costs: \$46,700. \$128,761 (DOC Subtotal) * 15% (authorized maximum) = \$19,314	N

Appendix E – Glossary of Terms

Community – the agencies, organizations, groups and individuals who are stakeholders within the local watershed.

Department – the California Department of Conservation.

Environmental Justice – the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. A condition of environmental justice exists when environmental risks and hazards and investments and benefits are equally distributed with a lack of discrimination, whether direct or indirect, at any jurisdictional level; and when access to environmental investments, benefits, and natural resources are equally distributed; and when access to information, participation in decision making, and access to justice in environment-related matters are enjoyed by all.

Hydrologic Regions – major areas of the State with a common occurrence, distribution, movement, drainage and properties of all the waters within each.

Monitoring – The organized collection of information over time to aid in understanding conditions and processes of a watershed system. The information may be used in watershed assessment, planning, and in overall watershed management decision making. Monitoring is also used to track the implementation accuracy and effectiveness of specific Program policies and projects.

Performance Measure – a means to gauge the progress of actions and watershed activities in reaching their desired results. Progress may be judged and quantified based on a variety of factors.

Program – the Statewide Watershed Program established in the Natural Resources Agency, under the administration of the Department of Conservation.

Watershed – all land enclosed by a continuous hydrologic drainage divide and lying upslope from a specified point on a stream, river, lake, or other body of water. Total land areas draining to any point in a stream.

Watershed Activity – One of any number of diverse actions and decisions that cumulatively results in watershed management.

Watershed Coordinator – an individual that organizes people and resources to promote sustainable, collaborative stewardship with the purpose to benefit the natural resource conditions in the watersheds throughout California.

Watershed Management – the net result of numerous and varied actions in a watershed that directly affect watershed function and productivity. Actions may include, but are not limited to, land-use decision making, restoration, and enhancement projects, monitoring, and assessment of watershed

condition, natural resource allocation and use, parcel management techniques and education programs. Watershed management includes protection of existing healthy conditions.

Watershed Partnerships – Stakeholders collaboratively involved with management of the watershed including participation of state, federal, and local agencies; environmental groups; landowners; industry; interest groups; special districts; researchers; educators; and other concerned citizens in the watershed.

Appendix F – Economically Disadvantaged Communities

1. Purpose

The purpose of this Appendix is to provide a method for the applicant organization to request a reduction of the funding match requirement. An applicant must either demonstrate that the required funding match will be provided, or request a reduction of the funding match and submit the required narrative in response to Question 23 in the FFAST application. The Program may reduce or waive the matching requirement if the project area of the watershed coordinator is deemed to be in an economically disadvantaged community(ies) as defined by the State of California and meeting the requirements of the Program. A “Disadvantaged Community” is a community with a median household income less than 80 percent of the statewide average. “Severely disadvantaged community” means a community with a median household income less than 60 percent of the statewide average. The California State Parks’ Community Fact Finder may be used to pinpoint the Proposal service area and determine its median household income (MHI): <http://www.parkinfo.org/caparks/grantee>

If the services are determined to be provided in a disadvantaged community(ies) in the project area, the applicant organization must make an earnest attempt to contribute as much of the required 25% match as possible. If the applicant organization is unable to provide the 25% matching funds, upon request of the applicant the Program will consider waiving that portion of the match that is not provided.

The mere presence of a disadvantaged community(ies) in the project area is not sufficient to cause a reduction of the funding match. It must be demonstrated that the disadvantaged community(ies) will be involved in, and receive direct benefits from the project.

If there are no disadvantaged communities in the project area, do not apply for a reduced funding match.

The Program will review the information submitted by the applicant and decide, based on the information provided, whether to grant or deny the request for the reduction in the required match.

At a minimum, the following information must be attached to the application (maximum two pages):

- Provide a description of the disadvantaged community(ies) in the project area that is adequate to determine whether the community(ies) meets the definition. Do not use the location of the applicant organization for this purpose.
- Describe the methodology used in determining the total population of the project area and the total population of the disadvantaged community(ies) in the project area. The applicant must include what census geographies (i.e., census designated place, census tract, census block) were used, and how they were applied. Also, the applicant must explain how the disadvantaged communities were identified.
- Provide annual median household income (MHI) data for the disadvantaged community(ies) in the project area.

- Provide calculations of how much grant funding is requested, the 25% matching funding amount, the amount of match that is being provided by the applicant, and the reduction of the match that is requested.
- Provide information on the amount and types of direct benefits the project provides to the disadvantaged community(ies). The explanation should include the nature of the anticipated benefits and which communities in the project area will accrue the benefits.
- Include descriptions or information on the disadvantaged community(ies) involvement, such as past, present or future efforts to include disadvantaged community(ies) representation in the project.

The following data requirements must be met:

- MHI and population data sets must be from either the 2000 or later Census,
- <http://www.census.gov/main/www/cen2000.html> or a population survey if no Census data is available; and
- MHI and population data used in the analysis must be from the same time period and geography.

2. Allowances

In determining the MHI and population for the disadvantaged community(ies) and the project area, applicants may use a single type census geography or combinations of the 2000 or later Census geographies that best represent the project area. However, census geography used must be consistent for both MHI and population for a particular community. Official census geographies, such as census tract, place and block group, are acceptable. The intent of this flexibility is to allow applicants a choice so that population and income data in the project area can be accurately represented.